

## Stick Frame & General Building Information

### Building Permit Check List

**Name:**

**Date:**

**Review #**

#### Applicant/Property/Landowner Information:

- Name, address, & phone number of the owner(s) of property. **Also, please include email address.**
- Legal description of property, & proof of ownership. If property is a new split, contact Planning & Zoning at (435) 738-1151 or 1152 for subdivision requirements.
- Provide plot plan, showing setbacks to all property lines, driveway access, right-of-ways, easements, & location of roads & utilities.
- Verify zoning of property – (435) 738-1151 or 1152 (Need above plot plan for approval)
- Architectural Committee/Homeowners Association Approval – **(if applicable.)**
- Mapped or written directions to property for inspections.
- Road Approach Permit; County Road Department (435) 738-2468, or State Road (UDOT) (801) 227-8000. Must be approved prior to building permit being issued.
- Building Site Elevation – to determine Snow Load Requirements.

#### Fire Protection/Wildland Urban Interface Code Review:

- **Provide Fire Protection Plan when applying for Building Permit. The plan will need to be reviewed and approved by the County Fire Warden or County Fire Marshal prior to Building Permit being issued. This could require a site inspection of the proposed property. The property information above is needed to submit to the County Fire Warden. (See Attached Check List for Fire Protection Requirements)**

#### Water Source & Waste Water Disposal:

- Onsite Waste Water Disposal Permit, Tri-County Health Department (435) 722-6310.
- Culinary Water supply requires a letter or receipt from the Water District or City/Town.
- Private potable water systems require approval by the Tri-County Health Department,
- New Well Permits: contact Utah Division of Water Rights in Vernal, at (435) 247-1514.
- New Wells: require an inorganic test which could take from 4-6 weeks for results. Contact Tri-County Health Department (435) 722-6310. **Approved Test Results must be submitted to Tri-County Health Department prior to them issuing the Final Onsite Waste Water Operating Permit. An Operating Permit is required for the County Building Department to issue a Certificate of Occupancy.**

#### Building Plans/Drawings/Contractors:

- A Complete set of plan shall be submitted. PDF Plans are preferred. One set of approved plans will be given back with the building permit and needs to be available onsite for all the inspections.
- Preliminary Engineered Truss Specifications are required for plan review.
- HVAC Manual J Calculations and Manual D. design. Equipment Specified must be sized with Manual S.
- List of all Contractors, License numbers, addresses, phone numbers & business licenses. Or, if applying as an Owner/Builder the associated form will need to be completed & notarized.

- Other Engineering as required by the Building Official. **(if applicable)**
- Plan review deposit: \$200.00 dollars. Additions & Remodels: \$100.00 deposit. Plan review fee: Minimum 35% of building permit fee. Maximum 65% of building permit fee. Deposits are none refundable after the review is completed.
- Building Permit Fee based on the square footage of the project and a national average construction cost, per square foot.

**Note:** Please be aware that if you use a credit card for payment there is a processing charge of 2.5% of the permit fee.

## Helpful Phone Numbers:

### Duchesne County Departments:

Department of Building Safety	(435) 738-1150
Planning & Zoning	(435) 738-1151
Public Works/Roads	(435) 738-2468
Fire & Emergency Management	(435) 738-1226

### Town & City Offices – Duchesne County Reviews & Issues Building Permits for:

Town of Altamont	(435) 454-3469
Town of Tabiona	(435) 848-5481

### Other Cities below each have City Building Departments/Inspectors:

Duchesne	(435) 738-2464
Roosevelt	(435) 722-5000
Myton	(435) 722-2711

### State Departments

Utah Department of Transportation UDOT	(801) 227-8000
Utah Division of Water Rights - Well Permits	(435) 247-1514

### TriCounty Health Department

Roosevelt	(435) 722-6310
Vernal	(435) 247-1160

### Moon Lake Electric

Roosevelt	(435) 722-2448
Duchesne	(435) 738-5322
Altamont	(435) 454-3611

### Water/Sewer Districts

Cedarview/Montwell Water	(435) 722-4178
East Duchesne Water	(435) 738-5363
Fruitland Water	(435) 548-2399
Hanna Water & Sewer	(435) 848-5647
Johnson Water	(435) 722-2620
Neola Water & Sewer	(435) 353-4198
Pinion Ridge Water (Not available yet)	(435) 548-5527
South Duchesne (Private Development)	(435) 738-6400 or 738-6200
Upper Country Water	(435) 454-3513



***Duchesne County***  
***Department of Building Safety***

734 North Center St., P.O. Box 317  
Duchesne, Utah 84021-0317  
Phone (435) 738-1153  
Karl D. Mott  
Building Official



**BUILDING PERMIT PROCESS**

**DOCUMENTS TO BE SUBMITTED TO THE DUCHEсне COUNTY DEPARTMENT OF BUILDING SAFETY FOR THE BUILDING PERMIT APPLICATION PROCESS**

1. Submit name, address and phone number of the owner of the project and property. Submit all of the contractor's names, business addresses, phone numbers, Utah State license numbers and copy of their business license that will be working on the project. If the project is to be an owner builder project, an owner builder exemption form will be required.
2. Legal description of property and proof of ownership. This can be a Tax Notice, Recorded deed or a Notarized Purchase Contract. The documents must include proof of legal deeded access to property from a public right of way.

**NOTE:** If access is from a Duchesne County maintained road/highway, an approach permit from the Duchesne County Road Department may also be required. Contact the Duchesne Road Department at (435)738-2468. If access is from a State maintained highway, an approach permit from the Utah State Department of Transportation may also be required. Contact a representative from the Region Three Field office at (801) 227-8000.

3. Plot plan showing where home is to be placed on property. Plans must have accurate dimensions showing distances (setbacks) from property lines, location of septic tank, drain field, building sewer lines, culinary water lines as well as all underground or overhead electrical lines. All building sites must meet minimum zoning requirements prior to the issuing of any building permit. Plot plan may be required to be a surveyed site plan for the issuance of a legal address.

**Note: If the building site is a division off of a larger parcel of land, Minor Subdivision Approval will be required.** For more information about County zoning laws, contact:

Department of Planning, Zoning & Community Development  
Mike Hyde AICP, Community Development Administrator  
Duchesne County Administrative offices  
(435) 738-1151 or (801) 363-9029 ext. 1151

4. Proof of a legal connection to an approved sewer treatment facility or a copy of an onsite Waste Water Disposal Permit from the Tri-County Health Department confirming that the building site will sustain its' own individual waste water disposal system. Contact:

Tri-County Health Department  
Roosevelt Office; Jill Throckmorton  
409 South 200 East  
Roosevelt, Utah 84066  
(435) 722-6310  
Vernal Office; Cindy Austreng  
(435) 247-1160

## Building Permit Process Continued

5. For Residential or Business uses, evidence of an approved culinary water source / supply will be required. (Utah State 2015 IRC Amendment (24), A new IRC, Section P2602.3, is added and 2018 IPC amendment (15) IPC, Section 602.3

**P2602.3 Individual water supply.** Where a potable public water supply is not available, individual sources of potable water supply shall be utilized provided that the source has been developed in accordance with Utah Code, Sections 73-3-1 and 73-3-25, as administered by the Department of Natural Resources, Division of Water Rights. In addition, the quality of the water shall be approved by the local health department having jurisdiction. This can be proven by;

- A A receipt for connection to a State approved culinary water system.
- B Proof of an existing culinary water well or existing connection to a State approved culinary water system. Wells may require an inorganic test which will take from **4-6 weeks** for the results. Contact the Tri-County Health Department to pick up a sample kit. The sample then needs to be taken to the Utah State Health Department Lab.
- C A permit for a new culinary water well.  
(For a water well permit or questions concerning water wells contact the State Engineers Office at (435) 247-1514.)
- D Submitted design for an individual culinary water cistern system. Design for cistern systems will be reviewed for minimum health and water supply requirements prior to approval by the Building Official.

6. Indicate what type of use the building is for and the approximate valuation, excluding land cost, of the project. Identify and describe the work that is to be covered by the permit. This will require the following;

- Submit two (2) sets of paper plans or an Electronic PDF showing the following:
- a. Plot plan showing setbacks from property lines, right-of-ways, and location of roads and utilities. Scale 1" = 60' preferred.
  - b. Footing and foundation plan and details, showing reinforcement, ventilation, water proofing, etc.
  - c. Floor plans showing room size and use, location of window and door with sizes and types, attic and crawl space access location and size, location of furnace and water heater.
  - d. Elevations of all four sides of buildings. Elevations should indicate exterior finish material to be used.
  - e. Framing detail plans for floor and roof showing size and spacing of framing members, details and cross sections adequate to show structural integrity of building and insulation type and R-values. Typical details scale 1/2" = 1'-0"
  - f. Electrical plan showing wiring methods and size and number of outlets on each circuit along with the fixture, outlet and distribution panel locations. Building load calculations and service sizing may also be required.
  - g. Plumbing layout showing number of fixtures on each line and vents.
  - h. Details of stair cross section, fireplace cross section, and other special features. Typical details scale 1/2" = 1'-0"

All plans are to be drawn to scale large enough to determine accuracy of the design. Typically, building plans scale 1/8" = 1'-0", 3/16" = 1'-0" or 1/4" = 1'-0" with 1/4" scale preferred. Plans submitted in Electronic form must be PDF format.

## **Building permit process continued**

### **Section 15.06.011 Duchesne County Code Information on Construction Documents.**

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

A plan review will be conducted on the above plans to confirm compliance with the provisions of the adopted minimum building safety standards. If the plans do not show compliance, they will be returned for revision. **NOTE: Any structural items that are not in compliance with the 2015 edition of the International Residential Code and /or the Utah State Foundation Amendment will be required to be designed by a Utah Licensed Engineer.** Plans that indicate compliance will be stamped approved. One set will be returned for onsite inspection use and must be present during all inspections. The other will remain a record in this office for a period of one year after project completion or permit expiration.

### **PERMIT FEES**

Building permit fees are based on an estimated construction cost valuation. This will be determined by the Counties adopted construction valuation schedule. Using the current adopted construction valuation schedule, the project valuation for a typical 1500 Square foot single level home with 700 square foot attached garage is \$214,585.00. The building permit fee this project would be \$1,394.80. Other additional fees would be a 1% state surcharge required on all issued building permits and a plan review fee of not less than 35% and up to as much as 65% of the building permit fee. This example plan review fee would be \$488.18.

### **EXPIRATION OF PERMIT**

Every permit issued by the Department of Building Safety under the provisions of the adopted minimum safety standards shall **expire by limitation** and become null and void if the building or work authorized by such permit **is not commenced within 180 days (6 months) from the issue date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time for a period of 180 days (6 months) after the work has commenced.** Note: Suspended or abandoned is determine by the amount time between inspections.

### **EXTENSION OF PERMIT TIME**

Any person holding an unexpired permit may apply for an extension of the time when the permit holder is unable to commence work for a good and satisfactory reason. The Building Official may extend the time for action by the permit holder for a period **not exceeding 180 days** on written request by the permit holder showing that circumstances beyond the control of the permit holder to continue work authorized by the permit.

## **INSPECTION REQUIREMENTS**

**ALL BUILDINGS OR STRUCTURE SHALL BE INSPECTED** according to the approved plans. Any changes to the approved plans or substitute of materials shall be submitted to the building official for approval by the owner, builder and/or architect / engineer prior to any changes being incorporated in the structure.

## **INSPECTION NOTIFICATION**

Due to the area coverage size, a minimum 24-hour notice will be required for any afternoon inspections and a 48-hour notice will be required for any morning inspections. **Conformation of appointment day will be given, however time of inspection will not be guaranteed.**

## **INSPECTION SCHEDULING AND CONFIRMATION**

For inspection scheduling and confirmation please call Glenna in Duchesne at (435) 738-1150. **NOTE: Messages left on voice mail will not be considered notice**, however a message must be left for our office to return your call to schedule and confirm an inspection appointment.

## **APPROVAL REQUIRED**

No work shall be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining an inspection and approval of the code official.

## **REQUIRED INSPECTIONS**

1. **Pre-site / Wildland Urban Interface evaluation;** This inspection identifies any needed site conditions that will require alteration to conform to the fire safety requirements of the adopted Utah Wildland Urban Interface Code. (Road and Driveway Construction for emergency vehicle access, Defensible space, water supply available for fire fighting etc.) This inspection may also identify any site conditions that may require professional designed features such as pour soils, high ground water, steep slope designs or retaining walls just to name a few.
2. **Footings;** for confirmation of reinforcement placement when required and footing form size. Also confirms location of building on parcel.
3. **Foundation;** for confirmation of reinforcement placement, anchoring provisions, basement window/door or crawl space access locations, proper under-floor vent sizing and locations and form shoring.
  - a. **Bond beams;** for masonry foundation wall or masonry wall construction only.
4. **Foundation waterproofing** when required. (Below grade livable space, Masonry foundation walls. Should also be considered for conditioned crawl spaces).
5. **Underground utility;** building sewer line from home to septic tank or city sewer, water line from home to water source, any underground gas lines and any underground electrical lines on the consumer side of the service disconnect.
6. **Under floor slab;** building drain line installation and pressure test, any electrical, any heat ducts and insulation, any required reinforcement and any required moisture barrier.
7. **Floor framing prior to sheathing;** to confirm proper joist size for span, proper lumber grade and proper connections to sill plate.
8. **Roof and wall sheathing prior to finish coverings;** to confirm proper nailing and joint offsets,

proper panel usage and to determine if moisture barrier will be required.

9. Utah Amendment **R109.1.5 Weather-resistive barrier and flashing inspections.** An inspection shall be made of the weather-resistive barrier as required by Section R703.1 and flashings as required by Section R703.8 to prevent water from entering the weather-resistant exterior wall envelope.
10. **Rough electrical;** wire and box installation and distribution panel location.\*
11. **Rough plumbing;** pressure test and installation of DWV piping, gas piping, water piping.\*
12. **Rough mechanical;** duct and vent installation and sizing and fire blocking.\*
13. **Rough framing** prior to insulation or any other coverage. All other rough inspection must be done prior to the final framing inspection.\*
14. **Insulation and moisture barrier installation;** confirm insulation R values and window U values for compliance with the Energy Code requirements.
15. **Dry wall;** confirm fire barriers, tile backers and brace wall installation prior to plastering.
16. **Final electrical.\*\***
17. **Final plumbing.\*\***
18. **Final mechanical.\*\***
19. **Final exterior grading for drainage access to and egress from building.\*\***
20. **Final. \*\***

\*The above items with one asterisk can be conducted at the same time.

\*\*The above items with two asterisks can be conducted at the same time.

#### OCCUPANCY REQUIREMENTS

**THERE SHALL BE A FINAL INSPECTION APPROVAL AND A CERTIFICATE OF OCCUPANCY SHALL BE ISSUED ON ALL BUILDINGS AND STRUCTURES PRIOR TO THEIR BEING OCCUPIED OR USED.**

## Empirical Foundation Requirements Allowed

### Utah State Amendment to Section 1807 of the 2018 International Building Code.

**1807.1.6.4 Empirical Concrete Foundation Design.** Group R, Division 3 Occupancies three stories or less in height, and Group U Occupancies, which are constructed in accordance with Section 2308, or with other methods employing repetitive wood-frame construction or repetitive cold-formed steel structural member construction, shall be permitted to have concrete foundations constructed in accordance with Table 1807.1.6.4.

**TABLE 1807.1.6.4**  
**EMPIRICAL FOUNDATION WALLS (1, 7, 8)**

Max Height	Top Edge Support	Min Thickness	Vertical Steel (2)	Horizontal Steel (3)	Steel at Openings (4)	Max Lintel Length	Min Lintel Depth
2' (610 mm)	None	6"	(5)	2- #4 Bars	2- #4 Bars above; 1- #4 Bar each side 1- #4 Bar below	2' (610 mm)	2" for each foot of opening width; min. 6"
3' (914 mm)	None	6"	#4 @ 32"	3- #4 Bars	2- #4 Bars above; 1- #4 Bar each side 1- #4 Bar below	2' (610 mm)	2" for each foot of opening width; min. 6"
4' (1,219 mm)	None	6"	#4 @ 32"	4- #4 Bars	2- #4 Bars above; 1- #4 Bar each side 1- #4 Bar below	3' (914 mm)	2" for each foot of opening width; min. 6"
6' (1,829 mm)	Floor or roof diaphragm (6)	8"	#4 @ 24"	5- #4 Bars	2- #4 Bars above; 1- #4 Bar each side 1- #4 Bar below	6' (1829 mm)	2" for each foot of opening width; min. 6"
8' (2,438 mm)	Floor or roof diaphragm (6)	8"	#4 @ 24"	6- #4 Bars	2- #4 Bars above; 1- #4 Bar each side 1- #4 Bar below	6' (1829 mm)	2" for each foot of opening width; min. 6"
9' (2,743 mm)	Floor or roof diaphragm (6)	8"	#4 @ 16"	7- #4 Bars	2- #4 Bars above; 1- #4 Bar each side 1- #4 Bar below	6' (1829 mm)	2" for each foot of opening width; min. 6"
Over 9' (2,743 mm), Engineering required for each column							

Dated July 1, 2019

**Footnotes:**

- Based on 3,000 psi (20.6 Mpa) concrete and 60,000 psi (414 Mpa) reinforcing steel.
- To be placed in the center of the wall, and extended from the footing to within three inches (76 mm) of the top of the wall; dowels of #4 bars to match vertical steel placement shall be provided in the footing, extending 24 inches (610 mm) into the foundation wall.
- One bar shall be located in the top four inches (102 mm), one bar in the bottom four inches (102 mm) and the other bars equally spaced between. Such bar placement satisfies the requirements of Section 1805.9. Corner reinforcing shall be provided so as to lap 24 inches (610 mm).
- Bars shall be placed within two inches (51 mm) of the openings and extend 24 inches (610 mm) beyond the edge of the opening; vertical bars may terminate three inches (76 mm) from the top of the concrete.
- Dowels of #4 bar at 32 inches on center shall be provided in the footing, extending 18 inches (457 mm) into the foundation wall.
- Diaphragm shall conform to the requirements of Section 2308.
- Footing shall be a minimum of nine inches thick by 20 inches wide.
- Soil backfill shall be soil classification types GW, GP, SW, or SP, per Table 1610.1. Soil shall not be submerged or saturated in groundwater.



# GENERAL DESIGN INFORMATION FOR CONSTRUCTION IN DUCHESNE COUNTY

For determining minimum Building Safety Standards, Utah State and / or Duchesne County have adopted the following:

- The International Building Code (IBC) 2018 Edition
- The International Residential Code (IRC) 2015 Edition for One and Two Family Dwelling and Townhouses
- The International Mechanical Code (IMC) 2018 Edition
- The International Energy Conservation Code (IECC) 2018 Edition
- The International Fire Code (IFC) 2018 Edition
- The International Existing Building Code (IEBC) 2018 Edition
- The International Plumbing Code (IPC) 2018 Edition
- The International Fuel Gas Code (IFGC) 2018 Edition
- The National Electric Code (NEC) 2017 Edition
- The Utah Wildland-Urban Interface Code 2006 Edition

Notes:

1. Utah State has adopted amendments that apply state wide to all of the above listed codes. Some local jurisdiction have also adopted amendments specific to their jurisdiction. To see these amendments go to Utah Code Title 15A. ([https://le.utah.gov/xcode/Title15A/15A.html?\\_id=Ch15A\\_18000010118000101](https://le.utah.gov/xcode/Title15A/15A.html?_id=Ch15A_18000010118000101))
2. Typically Utah State adopts codes one year after their publication date and they go into effect July 1 of the following year.

TABLE R301.2(1)  
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY <sup>f</sup>	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP <sup>e</sup>	ICE BARRIER UNDERLAYMENT <sup>h</sup> REQUIRED <sup>b</sup>	FLOOD HAZARD <sup>g</sup>	AIR FREEZING INDEX <sup>i</sup>	MEAN ANNUAL TEMP <sup>j</sup>
	Speed <sup>d</sup> (mph)	Topographic & effects	Special wind <sup>l</sup> region	Wind-borne debris zone		Weathering <sup>a</sup>	Frost line <sup>b</sup> depth						
							Termitic <sup>c</sup>						
See Note 1	115 IRC 105 IBC	Site Specific	No	No	C / D1	Severe	30"	S / M	-2°	Yes	Note 2	2841	45°

For SI: 1 pound per square foot = 0.0479 kN/m2. 1 mile per hour = 1.609 km/h  
S / M = slight to moderate

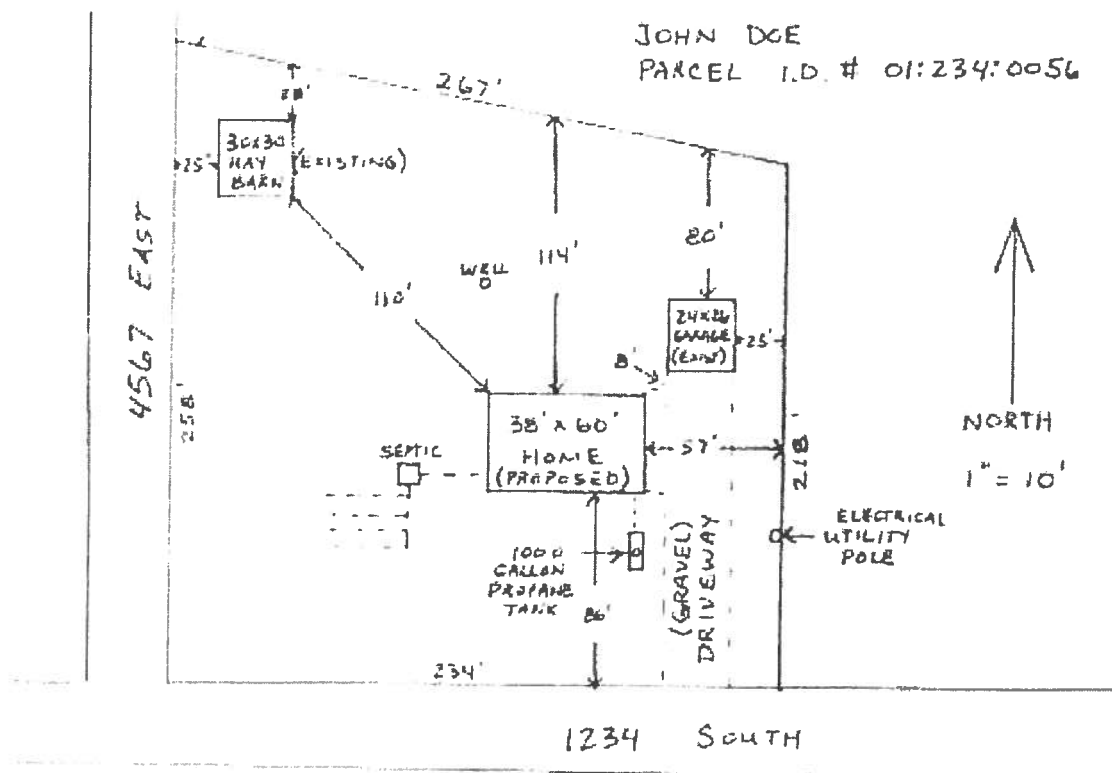
- 1- Ground snow load will vary due to elevation. See Utah State code 15A-3-202(9) IRC and 15A-3-107(8)(d) IBC for Amendments. See web site <http://utahsnowload.usu.edu/> for ground snow loads at specific sites.
- 2- Duchesne City and Myton City have FEMA flood plain maps available. (<https://msc.fema.gov/portal>) The rest of Duchesne County has to be evaluated on a site specific bases.
- a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of the codes.
- b. The frost line depth may require deeper footings than indicated in Figure R403.1(1) and may be site specific.
- c. The jurisdiction shall fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
- d. Wind exposure category B, C or D shall be determined on a site-specific basis in accordance with IRC Section R301.2.1.4 or IBC Sections 1609.4.2 and 1609.4.3.
- e. The outdoor design dry-bulb temperature shall be selected from the columns of 97 1/2 -percent values for winter from Appendix D of the *International Plumbing Code*. Deviations from the Appendix D temperatures shall be permitted to reflect local climates or local weather experience as determined by the *building official*.
- f. The *jurisdiction* shall fill in this part of the table with the seismic design category determined from Section R301.2.2.1.
- g. The *jurisdiction* shall fill in this part of the table with (a) the date of the *jurisdiction's* entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the Flood Insurance Study and (c) the panel numbers and dates of the currently effective FIRMs and FBFEs or other flood hazard map adopted by the authority having *jurisdiction*, as amended. *See Note 2.*
- h. In accordance with Sections R905.1.2, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1 and R905.8.3.1, where there has been a history of local damage from the effects of ice damming, the *jurisdiction* shall fill in this part of the table with "YES."
- i. The *jurisdiction* shall fill in this part of the table with the 100-year return period air freezing index (BF-days) from Figure R403.3(2) or from the 100-year (99 percent) value on the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)." (*Days shown are based off of the Fort Duchesne data*)
- j. The *jurisdiction* shall fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)." (*Temperature shown are based off of the Fort Duchesne data*)
- k. In accordance with Section R301.2.1.5, where there is local historical data documenting structural damage to buildings due to topographic wind speed-up effects, the *jurisdiction* shall fill in this part of the table with "YES." Otherwise, the *jurisdiction* shall indicate "NO" in this part of the table.
- l. In accordance with Figure R301.2(4)A, where there is local historical data documenting unusual wind conditions, the *jurisdiction* shall fill in this part of the table with "YES" and identify any specific requirements. Otherwise, the *jurisdiction* shall indicate "NO" in this part of the table.
- m. In accordance with Section R301.2.1.2.1, the *jurisdiction* shall indicate the wind-borne debris wind zone(s). Otherwise, the *jurisdiction* shall indicate "NO" in this part of the table.

## PLOT PLAN EXAMPLE

A plot plan is required to be submitted with each set of building plans at the time the permit application is submitted. It must be drawn to scale on the same size sheet of paper as the building plans or not less than an 8 1/2 x 11 inch sheet and must contain the following information:

1. Property boundaries (measurement's)
2. All buildings on property, existing or proposed
3. Measurements between buildings and the setbacks from the property boundaries
4. Driveway access, existing and proposed, and driveway/s with connection details to public road
5. Identify the new construction (shading)
6. Identify the abutting roads by name or number
7. North arrow and scale of drawing
8. Location and size of propane tank or fuel tank
9. Hydrant/s location if any

It would be helpful if the parcel tax serial number is on the plot plan. The property corners should be permanently staked and easily identifiable for the joint setback/footing inspection.





**Duchesne County**  
**Department of Building Safety**  
734 North Center St., P.O. Box 317  
Duchesne, Utah 84021-0317  
Phone (435) 738-1150  
Fax (435) 738-5522



## Information Required for Building Permit Application

<b>Application Date</b>
<b>Project</b>
<b>Owner Name</b>
<b>Address</b>
<b>Phone Numbers</b>
<b>Assessors Serial Number</b>
<b>Subdivision Lot # or Area</b>
<b>Legal Description</b>
<b>Acreage</b>
<b>Architect or Engineer or Designer</b>
<b>General Contractor/or Owner/Builder</b>
<b>Mailing Address</b>
<b>Phone Numbers</b>
<b>Utah License Number</b>
<b>Electrical Contractor</b>
<b>Mailing Address</b>
<b>Phone Numbers</b>
<b>Utah License Number</b>
<b>Plumbing Contractor</b>
<b>Mailing Address</b>
<b>Phone Numbers</b>
<b>Utah License Number</b>
<b>Mechanical Contractor</b>
<b>Mailing Address</b>
<b>Phone Numbers</b>
<b>Utah License Number</b>
<b>Concrete Contractor</b>
<b>Mailing Address</b>
<b>Phone Numbers</b>
<b>Utah License Number</b>

\_\_\_\_\_  
Signature of Contractor or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if owner builder)

\_\_\_\_\_  
Date

DEPARTMENT OF COMMERCE  
Division of Occupational and  
Professional Licensing  
Bureau of Investigation  
160 E 300 S  
PO Box 146741  
Salt Lake City UT 84114-6741



**Building Departments:** Email to [jwoolf@utah.gov](mailto:jwoolf@utah.gov)  
Or Fax to 801-530-6301, Attn: Jody Woolf

OWNER/BUILDER CERTIFICATION  
and  
AGREEMENT TO COMPLY WITH THE  
CONSTRUCTION TRADES LICENSING ACT

☐ **New Residential Construction**

PERMIT # \_\_\_\_\_

☐ **Remodel or Addition by Owner**

**Description of Remodel or Addition** \_\_\_\_\_

Name of Owner/Builder: \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**LOCATION OF CONSTRUCTION SITE:**

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot No. \_\_\_\_\_

**CERTIFICATION**

I, \_\_\_\_\_, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

1. **For New Residential Construction Only.** I am the sole owner of the property and construction project at the above described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.

**For New Residential and Remodel Construction:**

2. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use:

3. I understand that work performed on the project must be performed by the following:

- myself as the sole owner of the property; or
- a licensed contractor; or
- my employee(s) on whom I have Workers Compensation Insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
- any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and

4. I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the Utah Construction Trades Licensing Act.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Owner/Builder

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, in the County of \_\_\_\_\_ State of Utah.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**SUBMIT THIS FORM TO THE BUILDING DEPARTMENT FOR PERMITS.**